



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

January 16, 2003
DT-03-001

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Washington, DC Ethics Courses offered in February

The U.S. Office of Government Ethics (OGE) will conduct free introductory ethics courses in February. Please forward this training announcement to your ethics practitioners as soon as possible. The date and courses to be offered are:

Thursday, February 6, 2003:

Gifts from Outside Sources	9:00 a.m. - 12:00 noon
Gifts between Employees	1:00 p.m. - 4:00 p.m.

Thursday, February 13, 2003:

Seeking Employment	9:00 a.m. - 12:00 noon
Post Employment	1:00 p.m. - 4:00 p.m.

Thursday, February 20, 2003:

Conflicts of Interest*	9:00 a.m. - 4:00 p.m.
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***NOTE:** This course was renamed and combined from the previous two courses titled: How to Identify Disqualifying Financial Interests and How to Handle Disqualifying Financial Interests.

COURSE LOCATION:

U.S. Office of Government Ethics (OGE)
Suite 500 - 5th Floor
1201 New York Avenue, NW.
Washington, DC 20005
TEL: 202-208-8000, extension "O" (Receptionist)

INTRODUCTORY COURSE DESCRIPTIONS:

Gifts Between Employees. This course helps you decide whether an employee may give or accept a gift from another Federal employee. You determine who an official superior is, identify the general standards for gifts between employees, differentiate between the categories of gift exceptions, and discover the circumstances under which employees may solicit and/or make contributions for a gift. Course format includes lecture, practical exercises, independent reading, and case studies.

Gifts from Outside Sources. This course teaches you how to decide whether an employee may accept a gift from someone outside the government. You determine what a gift is, ascertain whether the gift is from a prohibited source or given because of an employee's official position, see if any gift exceptions apply, and decide whether a gift exception may be used. Course format includes lecture, practical exercises, brainstorming, discussion, independent reading, and case studies.

Seeking Employment. This course shows you how to analyze seeking employment situations. You determine whether the employee is participating personally and substantially in a particular matter that would have a direct and predictable effect on the financial interests of a prospective employer, determine whether the employee's activity actually constitutes seeking employment, and identify appropriate remedies for possible conflicts. Course format includes lecture, brainstorming, practical exercises, independent reading, and case scenarios.

Post Employment. This course teaches you how to decide whether an individual may participate in certain post-employment activities. You determine whether the individual is/was a senior or very senior employee, decide which of the six § 207 provisions apply, identify the individual's government duties, analyze whether the described post-employment activities are prohibited, and determine whether an exception applies or a waiver may be appropriate. Course format includes lecture and practical exercises.

Conflicts of Interest. This course shows you how to identify conflicts of interests under 18 U.S.C. § 208. You determine who § 208 applies to, what constitutes a particular matter, what personal and substantial participation involves, and the statutory meaning of financial interest. You also find out what must happen for a matter to have a direct and predictable effect. You suggest remedies to resolve any conflicts. You then determine when to refer cases to the Inspector General and/or the Department of Justice and when to notify OGE of referrals. Course format includes lecture, practical exercises on each remedy, and several case studies.

COURSE REGISTRATION DEADLINE/CONFIRMATION:

Anyone wanting to attend any of the listed courses MUST register by e-mailing Gwen Cannon-Jenkins at gcannon@oge.gov and provide:

- ! your name
- ! your agency name
- ! course(s) selection(s) and date
- ! phone number
- ! e-mail address

The registration deadline is 5 days before the class date or until each class is full, whichever occurs first. E-mail confirmations are sent to registrants prior to the course date.

NOTE: In the event of government liberal leave policy due to inclement weather, the day's courses will be canceled and you will be notified of the rescheduled date.

CURRENT OGE COURSE INFORMATION:

The most current OGE training courses may be found on OGE's Web site at:

http://www.usoge.gov/pages/training_wrkshps/training_wrkshps.html

For any additional information about OGE training courses, please contact Sheila Powers, Training Coordinator, via e-mail at sapowers@oge.gov or phone at 202-208-8000, extension 1104.